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Approved For Release 2003/03/10 : CIA-RDP82-00357R000900010016-9

DDA 76-4194

ASSIGNMENT
3/5% SEPARATION
ROTATION
DO QUICK PROMOTION
FED
MIX BALANCE
MONITORING SET AS

19 August 1976

NOTE FOR: DDA

SUBJECT : Personnel Management

Jack:

In our consideration of the mission of the Executive Advisory Group (EAG), we discussed the need to examine the structure and process by which we manage our personnel. I want the EAG to consider this subject, and I have asked Jim Taylor to schedule a meeting as soon as practical. The subject will be controversial; the ideas below will suggest major changes in existing approaches to personnel management. While aspects of the personnel management function are carried out at every level of the organization, the Office of Personnel, itself, has a central staff responsibility. Hence, it is appropriate that you take on the task of organizing consideration of these issues by the EAG.

X I see at least seven major problems with our present arrangements. First, the fact that the assignment process has been considered a Directorate responsibility has meant that decisions as to individuals for certain key positions have not been pursued as broadly as might otherwise have been the case. Second, while we have pursued the concept of early separation of personnel (the bottom 3-5 percent exercises), I do not believe this process has been carried out either uniformly or effectively by all components. Third, we have done a relatively poor job (the DDA is a notable exception) of encouraging rotation between Directorates, and I doubt the present decentralized system can be expected to ensure that at least a limited number of people have significant inter-Directorate experience. Fourth,

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ILLEGIB

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I am concerned that our promotion process is overly focused on meeting the expectations of average employees and that we are not responsive enough to demonstrated excellence. Fifth, our EEO processes are simply not getting sufficient results. Sixth, we need to find better ways to decide on the proper mix and balance of personnel among components. (This includes examination of such basic things as the right mix between specialists and generalists, professionals and clericals, and the degree to which we should require special skills such as foreign languages.) Seventh, we need to know how well or poorly we are doing in assigning and orienting our personnel in their first assignments--the crucial stage in any career.

I would like to ask you to bring to the EAG serious proposals for improvement of our performance in these areas. I must leave the development of ideas as to how we should proceed to you. I confess to a general bias that the time has come for a change in the Agency's traditional approach to personnel activities and organization. In addition, there is a strong implication that we need centralized control over certain aspects of the personnel process which have heretofore been in Directorate hands.

I know this subject will be difficult for you to take on, and I can hear even now the squawks of pain which some of these ideas will elicit in the DDA as well as elsewhere. I am sure, however, that I can count on you to give this extremely important subject the attention it deserves.


E. H. Knoche
DDCI

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cc: Comptroller

Inter Directorate Rotation
IN
OUT

75
Goals Achievements
144 139
106 139

76
Goals
148
150

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